

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov

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Mailing Address - P.O. Box 13087/MC-116

Austin, Texas 78711-3087

(512)239-0102



Internet: www.tceq.texas.gov

Fax: (512)239-0111

State Title: Program Specialist I

Functional Title:

Job Posting: 16022

Monthly Salary: \$3081.33

Salary Group: B17

Posting Date: 09/28/2015

Close Date: 10/12/2015

Section/Division: Information Resources Administration/ Information Resources Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 7201

Job Description:

Assists with planning, developing, and implementing information security and business continuity programs for the Texas Commission on Environmental Quality (TCEQ). Assists with monitoring and maintaining compliance with established agency, state and federal regulations and best information security practices. Assists with preparing reports and meeting/training documentations. Provides support and collaborates in the planning, development, and implementation of the agency's business continuity programs. Assists in the training and exercising of business continuity plans, and provides assistance to the agency Information Security Officer in matters related to the plans and programs. Assists with communicating and coordinating activities with appropriate TCEQ management regarding information security and operations continuity program issues. Serve as liaison with IT staff and other program area representatives, and state and local government agencies to coordinate security and continuity activities.

Military Occupational Specialty (MOS) Codes: 001427, 0681, 0688, 0689, YN, OS, 641X, 205, and 360

Minimum Qualifications:

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus one year of full-time experience performing supervisory, managerial, professional or technical work which must include: analysis of work problems having an administrative aspect and interpretation of complex written material; or planning, organizing, and coordinating requirements for support services or program operations where a wide range of demands are involved, including interpretation of complex written material.

One year of full-time experience in an administrative capacity* may be substituted for each year (30 semester hours) of the required education.

OR A graduate degree in public administration, business administration, human resources administration, environmental resource management, planning, or in an area relevant to the position from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

*Administrative capacity is work where primary duties consist of performing administrative tasks of an office, excluding work such as clerical, secretarial, sales, equipment operations, and manual labor.

Special Requirements:

Moving up to 5 pounds of printed materials.

Traveling up to 5% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer